

# e-PIMS™ Find Me Some Government Space User Guide

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This document is the user guide for the e-PIMS™ Find Me Some Government Space tool.

## Version control

Change History			
Version	Date	Author (s)	Change Description
0.2	15/06/2012	Chris Statham	Added annex for Model Form of MOU
0.3	25/06/2012	Chris Statham	Updated following comments from GPU colleagues
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## INTRODUCTION TO THE E-PIMS™ Find Me Some Government Space (FMSGS) Tool

### What is it?

The e-PIMS™ FMSGS tool is an on-line web based application developed primarily for Department's use, enabling the sharing and booking of meeting rooms and workstations as part of this Government's drive to make better use of buildings and facilities across Central Government. It is being promoted as part of the Olympics "Step Change" Programme and will help source free workstations outside the central London area for staff to utilise during the Olympics. The vision is to build on this post Olympics to provide a catalogue of meeting rooms and workstations which Departments are prepared to share with other Government colleagues.

FMSGS builds on the shared facilities initiative developed by the Government Property Unit (GPU) and Civil Service Local to promote the shared use of Government meeting rooms. In particular, by enabling Government users to create, update and search for meeting rooms available for shared use, FMSGS will:

- replace the regionally-based shared facilities register currently managed by the GPU and hosted on the CivilWiki website
- provide a 'first port of call' for Departments looking for external facilities prior to procuring a commercial venue

GPU and Civil Service Local will continue to work with Departments to promote the shared use of Government space and meeting rooms and Departments are encouraged to raise any concerns, issues or suggestions about how this could be facilitated with their local Regional Delivery Network or CS Live contact.

### Benefits

- It's free to Government users
- It's easy to use
- It's available over the GSI and Internet
- It's secure
- It provides a Government solution to sharing meeting rooms and workstations

### Limitations

The first release of the application does not include:

- a) An online booking system (Departmental / Building contact details are included).
- b) Ability to 5 star rate the meeting room / workstation post use.
- c) Ability to record usage and therefore the notional savings generated by the use of shared facilities rather than commercial venues

For more information, contact the e-PIMS Service Desk [epimsservicedelivery@cabinet-office.gsi.gov.uk](mailto:epimsservicedelivery@cabinet-office.gsi.gov.uk)

## WHAT DO I NEED TO KNOW BEFORE I GET STARTED

You need:

- To be a Civil Servant or wider government official

Your responsibilities include:

- Knowing what information can be shared, and with whom
- Understanding your obligations under the [Data Protection Act](#) and the [Freedom of Information Act](#) regarding the creation, use and release of information
- Keeping the information for which you are responsible for up to date and accurate
- If you book a meeting room or workstation you must advise the contact at least 24 hours before cancelling and adhere to the usage requirements defined by the host Department

Further information on how the facilities made available through FMSGS should be used is outlined in the Memorandum of Understanding provided at Annex 1.

### To whom should I speak to get started?

Contact the e-PIMS Service Desk ([epimsservicedelivery@cabinet-office.gsi.gov.uk](mailto:epimsservicedelivery@cabinet-office.gsi.gov.uk)) to find your organisation's key contact or a Regional Delivery Network colleague as below:

- London, South East and the East of England - [richard.emmens@cabinet-office.gsi.gov.uk](mailto:richard.emmens@cabinet-office.gsi.gov.uk) or [paul.sugden@cabinet-office.gsi.gov.uk](mailto:paul.sugden@cabinet-office.gsi.gov.uk)
- South West – [paul.jones@cabinet-office.gsi.gov.uk](mailto:paul.jones@cabinet-office.gsi.gov.uk)
- East and West Midlands – [colin.packman@cabinet-office.gsi.gov.uk](mailto:colin.packman@cabinet-office.gsi.gov.uk)
- North West - [aileen.wiswell@cabinet-office.gsi.gov.uk](mailto:aileen.wiswell@cabinet-office.gsi.gov.uk)
- Yorkshire & Humber and the North East – [christine.morton@cabinet-office.gsi.gov.uk](mailto:christine.morton@cabinet-office.gsi.gov.uk)

If you have any general questions, comments or suggested improvements, then you should send these to [findmesomegovernmentspace@cabinet-office.gsi.gov.uk](mailto:findmesomegovernmentspace@cabinet-office.gsi.gov.uk).

## THE E-PIMS™ FMSGS TOOL GUIDE

### Getting Started

There are two separate applications within the tool:

- The first application allows e-PIMS users to add or maintain details about meeting rooms and workstations – see below; and
- The second application allows all users to view and book meeting rooms and workstations – see page 14 onwards.

If you are interested in searching for and/or booking meeting rooms and/or workstations, you should go straight to page 14.

### Adding and Maintaining Records

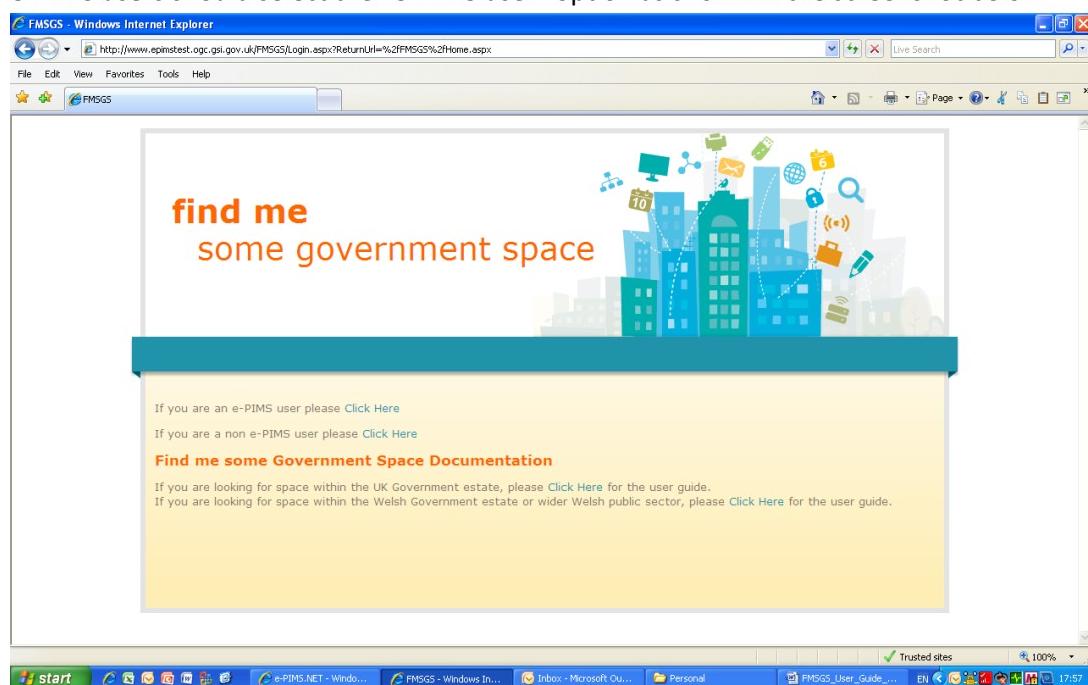
e-PIMS users are able to add and maintain details about meeting rooms and workstations within the access rights assigned originally for e-PIMS access. If you do not currently have access to e-PIMS but have a requirement to add or maintain records, you will need to contact the e-PIMS service desk.

The User ID and password is provided by the e-PIMS Service Desk, subject to your organisation's completion of a Service Level Agreement and agreement from your organisation's representative. Access rights are reviewed every six months and the Government reserves the right to withdraw access if you have left your organisation or you no longer work in the area and have no requirement for access.

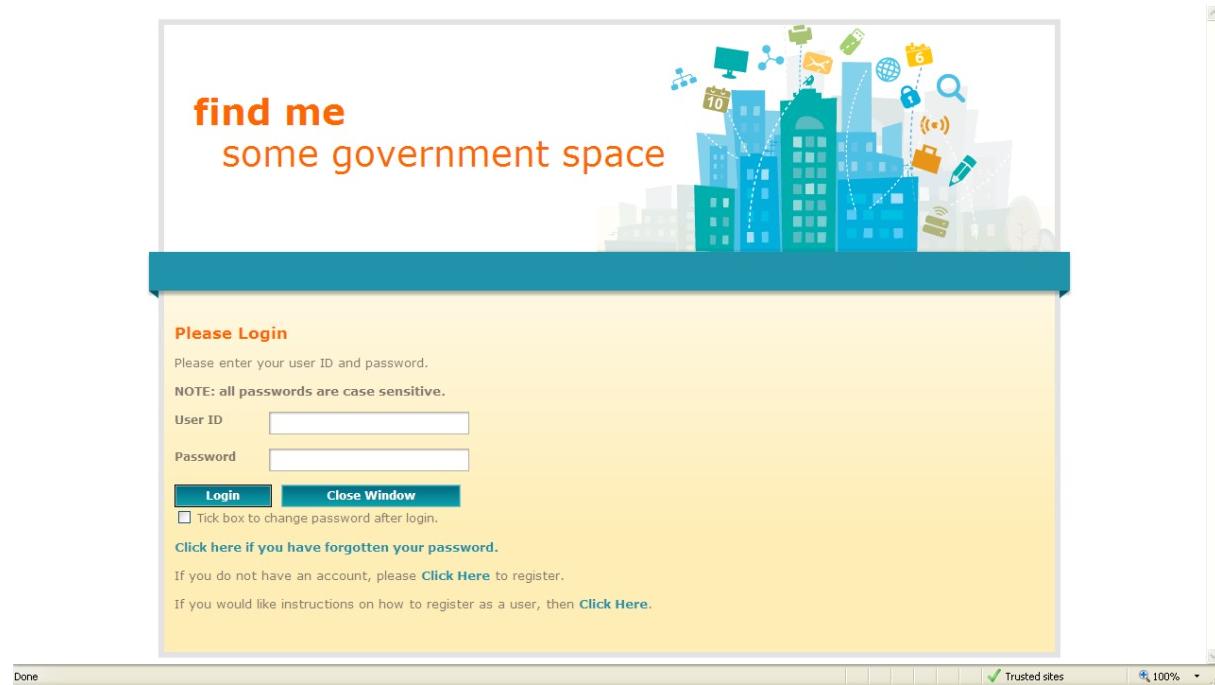
When you receive your user ID and password, keep this information secure.

### Log-in Screen

To access the log-in screen of the e-PIMS™ FMSGS tool, e-PIMS users should login to either the GSI or internet version of e-PIMS as appropriate and select the “Tools” menu from the left hand navigation, then select ‘Find Me Some Government Space’. This will open the tool in a new window. e-PIMS users should select the “e-PIMS user” option as shown in the screenshot below.



On the log in screen you will be asked for your e-PIMS user ID and password. *Note: Both are case sensitive.*

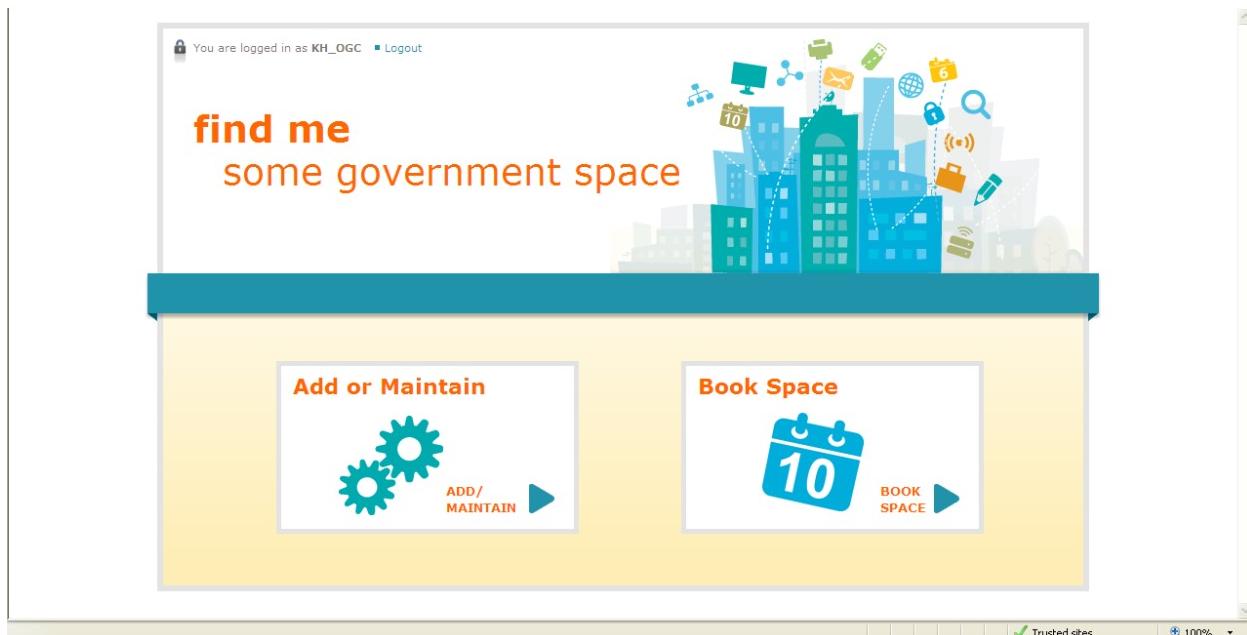


User Notes:

## Home Page

The home page has two options for navigation, as shown below:

- a) Add or Maintain – Access only to your records; and
- b) Book Space – See all records.



## Property Search

e-PIMS users are able to search and update meeting rooms and workstation information through the on-line forms. *Note: There must be a building record in e-PIMS to do this.*

A screenshot of the e-PIMS Property Search page. The page title is "Property Search". It asks the user to "Please select from the criteria below:". There are four sections of search criteria:

- Sector:** A dropdown menu showing "Local Government", "Central Civil Estate", "Education", and "Crown Estate". "Central Civil Estate" is selected.
- Department:** A dropdown menu showing "Select All", "Attorney General's Office (LOD)", "Cabinet Office", and "Central Office of Information". "Cabinet Office" is selected.
- Property Centre:** A dropdown menu showing "SELECT ALL", "CO - BUYING SOLUTIONS", "CO - CENTRAL OFFICE OF INFORMATION", and "CO - FINANCIAL AND ESTATE MANAGEMENT".
- Region:** A dropdown menu showing "Select All", "East Midlands", "East of England", and "International".

On the right side of the search form, there are four input fields: "Town/City", "Postcode", "Property Name", and "Property Ref". Below these fields is a "Department Ref" input field. At the bottom right of the search form are "Reset" and "Search" buttons. The browser status bar at the bottom shows "Trusted sites" and "100%".

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Departmental e-PIMS users will be restricted to updating records within the rights assigned to them through their user account. Generally this will allow updates to their property centre record.

The search criteria to the right of the page detailed above allows partial entry of data to return building records. For example, the screenshot below was produced by entering “Alex” in the Property Name field.

A screenshot of a web-based application interface titled "find me some government space". The top navigation bar includes a lock icon, the text "You are logged in as CSSC", and a "Logout" link. Below the header is a decorative graphic of stylized buildings in shades of blue and green. A back arrow and the text "Back to search criteria" are visible. Below that, two links are present: "Click here to export Meeting Rooms" and "Click here to export Workstations". The main content area is titled "Search Results" and displays a table with the following columns: Property (Site) Name, Town, Department, Building/Occupation Reference, Building Name, Work stations, and Meeting Rooms. The table contains nine rows, each with an orange "+" icon next to the Property Name. The data is as follows:

Property (Site) Name	Town	Department	Building/Occupation Reference	Building Name	Work stations	Meeting Rooms
+ ALEXANDRA HOUSE	LEEDS	Cabinet Office	176307\2\2	BUYING SOLUTIONS	0	1
+ ALEX WHYTE OFFICE	LEVEN	DG Governance & Communities	833490\1	Alex Whyte Office	0	0
+ ALEX COLLIE SPORTS CENTRE	ABERDEEN	DG Governance & Communities	835882\1	Alex Collie Sports Centre	0	0
+ ALEX COLLIE SPORTS CENTRE	ABERDEEN	DG Governance & Communities	838259\1	Alex Collie Sports Centre	0	0
+ ALEXANDRIA POLICE OFFICE	ALEXANDRIA	DG Governance & Communities	838871\1	Alexandria Police Office	0	0
+ LAKESIDE, ALEXANDRA PARK	ST. HELENS	Department for Business, Innovation and Skills	819660\1	Lakeside	0	0
+ ALEXANDRIA 160 BANK STREET	ALEXANDRIA	Department for Work and Pensions	453608\1	Alexandria 160 Bank Street	0	0
+ ABERYSTWYTH ALEXANDRA ROAD	ABERYSTWYTH	Department for Work and Pensions	228929\1	THE BARN CENTRE	0	0
+ CARDIFF ALEXANDRA HOUSE 377 CO	CARDIFF	Department for Work and Pensions	466756\1	COWBRIDGE ROAD EAST	0	0

To add or maintain a record click on the orange “+” link next to the Property Name and the panel will expand to allow you to update information.

In the example below, a search for “Croydon” and “Southern House” has produced three results. Two of the three records have no information about either workstations or meeting rooms recorded.

The other record – the Department for Transport record – has information recorded on both workstations and meeting rooms. You will note that it shows one entry under each category. This means that it has information about one or a number of workstations and meeting rooms in that location.

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The screenshot shows a Microsoft Internet Explorer window displaying the e-PIMS FMSGS Guide. The main heading is 'find me some government space'. Below it, there's a search bar and a 'Search Results' table. The table has columns for Property (Site) Name, Town, Department, Building/Occupancy Reference, Building Name, Work stations, and Meeting Rooms. Three rows are listed, all under 'SOUTHERN HOUSE' in 'CROYDON'. The third row is highlighted with a yellow background. Below the table are two sections: 'MEETING ROOMS' and 'WORKSTATIONS', each with their own tables. The 'MEETING ROOMS' table has columns for Name, Space Type, Space Format, Capacity, Floor, and Accessibility. The 'WORKSTATIONS' table has columns for Location, Internet Connections, Telephony, Conference Availability, and Accessibility. At the bottom right of the page, there's a 'Trusted sites' icon and a zoom level indicator of 100%.

### Meeting Rooms - Add, Maintain or Delete

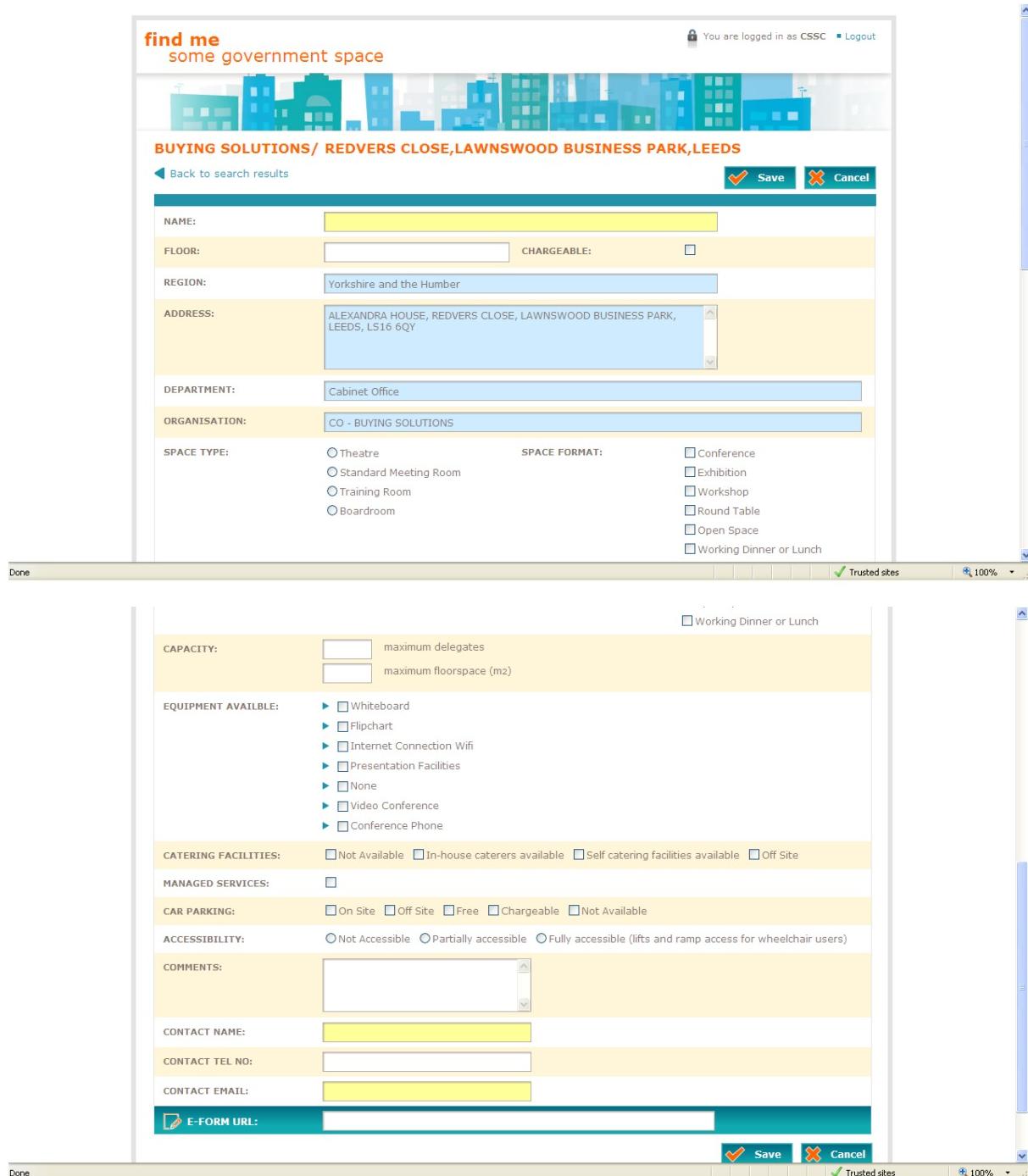
Click on the “Add New Meeting Room” link - a new window will open as shown in the screenshot below.

The fields denoted with a yellow background are mandatory and you will not be able to save the record if these have not been completed. The other fields are self explanatory but the more information you enter will benefit those that are searching for workstations.

When selecting the options for video conference or conference phone, a further “number” field will appear to allow entry of the specific contact number.

Ensure you select the “Save” button before navigating away from any screen which is located at the bottom right of the screen.

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The screenshot shows a web-based application for managing meeting room records. At the top, there's a navigation bar with the text "find me some government space" and a lock icon indicating a secure session. The user is logged in as "CSSC". Below the header, the title "BUYING SOLUTIONS/ REDVERS CLOSE,LAWNSWOOD BUSINESS PARK,LEEDS" is displayed. The main content area contains several input fields and dropdown menus:

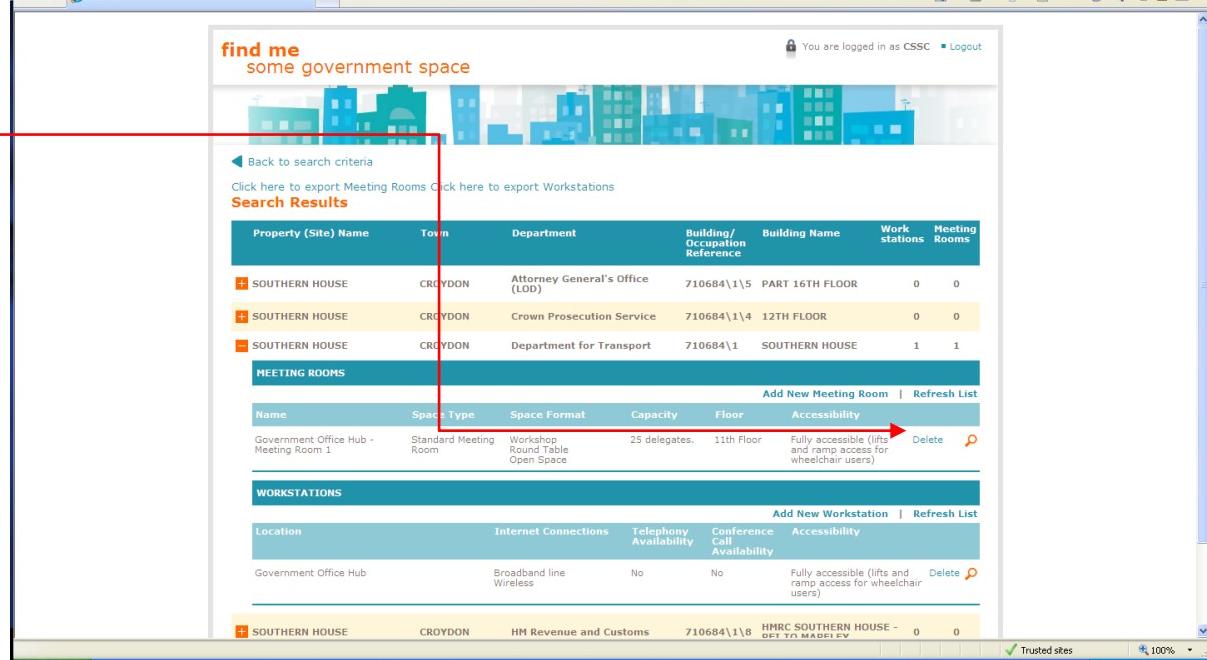
- NAME:** [Yellow input field]
- FLOOR:** [Input field] **CHARGEABLE:** [Checkboxes]
- REGION:** Yorkshire and the Humber
- ADDRESS:** ALEXANDRA HOUSE, REDVERS CLOSE, LAWNSWOOD BUSINESS PARK, LEEDS, LS16 6QY
- DEPARTMENT:** Cabinet Office
- ORGANISATION:** CO - BUYING SOLUTIONS
- SPACE TYPE:** [Radio buttons] (Theatre, Standard Meeting Room, Training Room, Boardroom)
- SPACE FORMAT:** [Checkboxes] (Conference, Exhibition, Workshop, Round Table, Open Space, Working Dinner or Lunch)
- CAPACITY:** [Input fields] maximum delegates, maximum floorspace (m<sup>2</sup>)
- EQUIPMENT AVAILABLE:** [List] (Whiteboard, Flipchart, Internet Connection WiFi, Presentation Facilities, None, Video Conference, Conference Phone)
- CATERING FACILITIES:** [Checkboxes] (Not Available, In-house caterers available, Self catering facilities available, Off Site)
- MANAGED SERVICES:** [Checkboxes]
- CAR PARKING:** [Checkboxes] (On Site, Off Site, Free, Chargeable, Not Available)
- ACCESSIBILITY:** [Radio buttons] (Not Accessible, Partially accessible, Fully accessible (lifts and ramp access for wheelchair users))
- COMMENTS:** [Text area]
- CONTACT NAME:** [Yellow input field]
- CONTACT TEL NO:** [Yellow input field]
- CONTACT EMAIL:** [Yellow input field]
- E-FORM URL:** [Input field]

At the bottom of the form, there are "Save" and "Cancel" buttons, as well as a "Trusted sites" checkbox and a zoom level indicator set to 100%.

Meeting room records can be deleted from the search results page - see screenshot below.

To delete a record, you simply click the “Delete” button.

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**find me some government space**

You are logged in as CSSC ■ Logout

Back to search criteria

Click here to export Meeting Rooms Click here to export Workstations

**Search Results**

Property (Site) Name	Town	Department	Building/ Occupation Reference	Building Name	Work stations	Meeting Rooms
SOUTHERN HOUSE	CROYDON	Attorney General's Office (LOD)	710684\1\5	PART 16TH FLOOR	0	0
SOUTHERN HOUSE	CROYDON	Crown Prosecution Service	710684\1\4	12TH FLOOR	0	0
SOUTHERN HOUSE	CROYDON	Department for Transport	710684\1	SOUTHERN HOUSE	1	1

**MEETING ROOMS**

Name	Space Type	Space Format	Capacity	Floor	Accessibility	Add New Meeting Room   Refresh List
Government Office Hub - Meeting Room 1	Standard Meeting Room	Workshop Round Table Open Space	25 delegates.	11th Floor	Fully accessible (lifts and ramp access for wheelchair users)	Delete 🔎

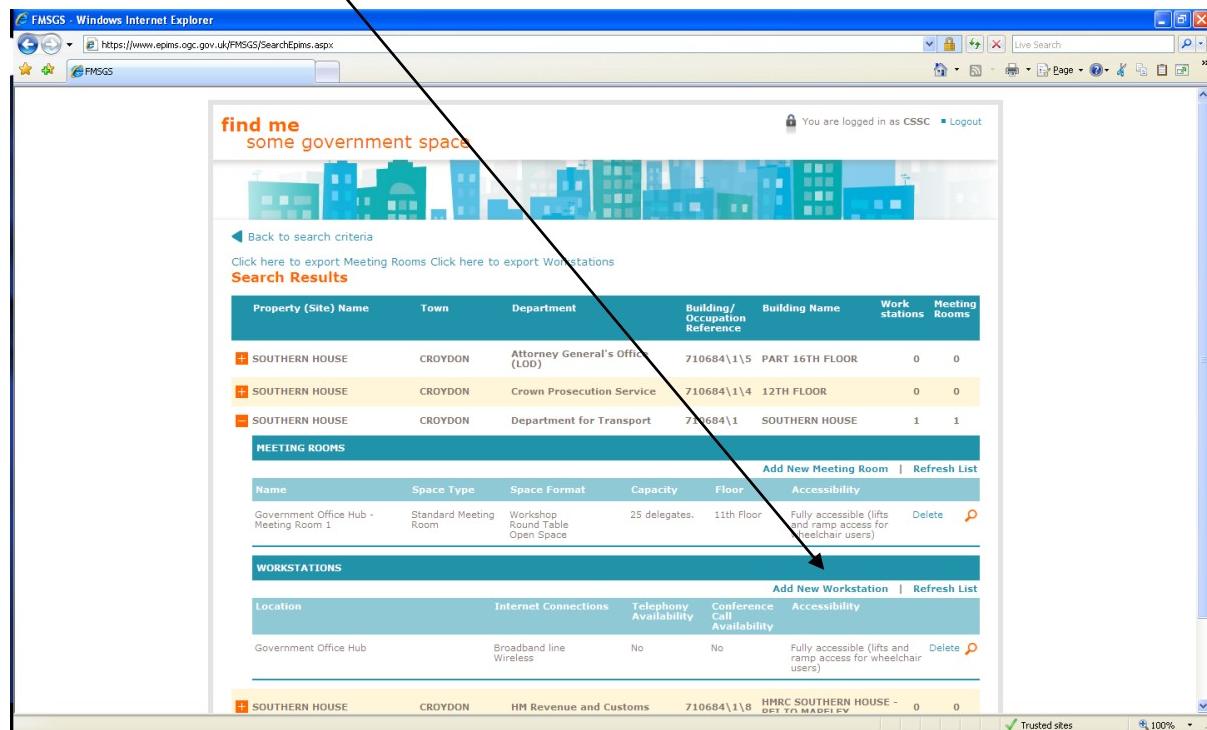
**WORKSTATIONS**

Location	Internet Connections	Telephony Availability	Conference Call Availability	Accessibility	Add New Workstation   Refresh List
Government Office Hub	Broadband line Wireless	No	No	Fully accessible (lifts and ramp access for wheelchair users)	Delete 🔎

Trusted sites 100%

## Workstations - Add, Maintain or Delete

Click on the “Add New Workstation” link – a new window will open as shown in the screenshot below:



**find me some government space**

You are logged in as CSSC ■ Logout

Back to search criteria

Click here to export Meeting Rooms Click here to export Workstations

**Search Results**

Property (Site) Name	Town	Department	Building/ Occupation Reference	Building Name	Work stations	Meeting Rooms
SOUTHERN HOUSE	CROYDON	Attorney General's Office (LOD)	710684\1\5	PART 16TH FLOOR	0	0
SOUTHERN HOUSE	CROYDON	Crown Prosecution Service	710684\1\4	12TH FLOOR	0	0
SOUTHERN HOUSE	CROYDON	Department for Transport	710684\1	SOUTHERN HOUSE	1	1

**MEETING ROOMS**

Name	Space Type	Space Format	Capacity	Floor	Accessibility	Add New Meeting Room   Refresh List
Government Office Hub - Meeting Room 1	Standard Meeting Room	Workshop Round Table Open Space	25 delegates.	11th Floor	Fully accessible (lifts and ramp access for wheelchair users)	Delete 🔎

**WORKSTATIONS**

Location	Internet Connections	Telephony Availability	Conference Call Availability	Accessibility	Add New Workstation   Refresh List
Government Office Hub	Broadband line Wireless	No	No	Fully accessible (lifts and ramp access for wheelchair users)	Delete 🔎

Trusted sites 100%

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The screenshot displays two vertically stacked configuration forms on a web page. Both forms have a light blue header bar with the text "find me some government space" and a small graphic of buildings. The top form is titled "BUYING SOLUTIONS/ REDVERS CLOSE,LAWNSWOOD BUSINESS PARK,LEEDS". It contains several input fields with yellow backgrounds, indicating they are mandatory:

- LOCATION:** (yellow background)
- FLOOR:** (yellow background)
- REGION:** (yellow background) set to "Yorkshire and the Humber"
- ADDRESS:** (yellow background) set to "ALEXANDRA HOUSE, REDVERS CLOSE, LAWNSWOOD BUSINESS PARK, LEEDS, LS16 6QY"
- DEPARTMENT:** (blue background) set to "Cabinet Office"
- ORGANISATION:** (blue background) set to "CO - BUYING SOLUTIONS"
- TIME OF ACCESS:** (yellow background) with "From" and "To" time pickers.
- INTERNET CONNECTIONS:** (yellow background) with checkboxes for "Broadband Connection" and "Wifi Connection".
- TELEPHONY FACILITIES:** (yellow background) with a checkbox.
- EQUIPMENT AVAILABLE:** (yellow background) with checkboxes for "Video Conference" and "Franklin Machine".

At the bottom of this form are "Save" and "Cancel" buttons. Below this form is another identical one, also with a yellow header and a "Done" button at the bottom. This second form contains the same set of fields, all of which have yellow backgrounds, indicating they are mandatory.

The fields denoted with a yellow background are mandatory and you will not be able to save the record if these have not been completed. The other fields are self explanatory but the more information you enter will benefit those that are searching for meetings rooms.

When selecting the options for Broadband or Wi-Fi, a further “network key required” checkbox will appear. Select if a key is required. If a key is required a further three mandatory fields appear to enter the contact details of the individual who will be able to provide the network key.

When selecting the options for video conference, a further “number” field will appear to allow entry of the specific contact number.

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Ensure you select the “Save” button before navigating away from any screen which is located at the bottom right of the screen.

Workstations’ records can be deleted from the search results page - see screenshot below.

The screenshot shows the 'Search Results' page for workstations. The 'Meeting Rooms' section is highlighted with a red box. Inside this box, a specific record for 'Government Office Hub - Meeting Room 1' is shown. To the right of this record is a 'Delete' button with a trash icon. Below this section is another 'WORKSTATIONS' section, also highlighted with a red box, containing a single record for 'Government Office Hub' with its own 'Delete' button.

To delete a record, you simply click the “Delete” button.

## Reporting

There are no specific reports available but there is the option to export to “CSV” format all your own meeting rooms and workstations records from the search results screen within the tool – see screenshot below:

This screenshot is identical to the one above, showing the 'Search Results' page for workstations. A large black arrow originates from the top left of the image and points directly at the 'Meeting Rooms' section, which contains the record for 'Government Office Hub - Meeting Room 1'. The 'Delete' button for this record is also visible.

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## Searching for Meeting Rooms and Workstations

The second application allows all users to view and book meeting rooms and workstations.

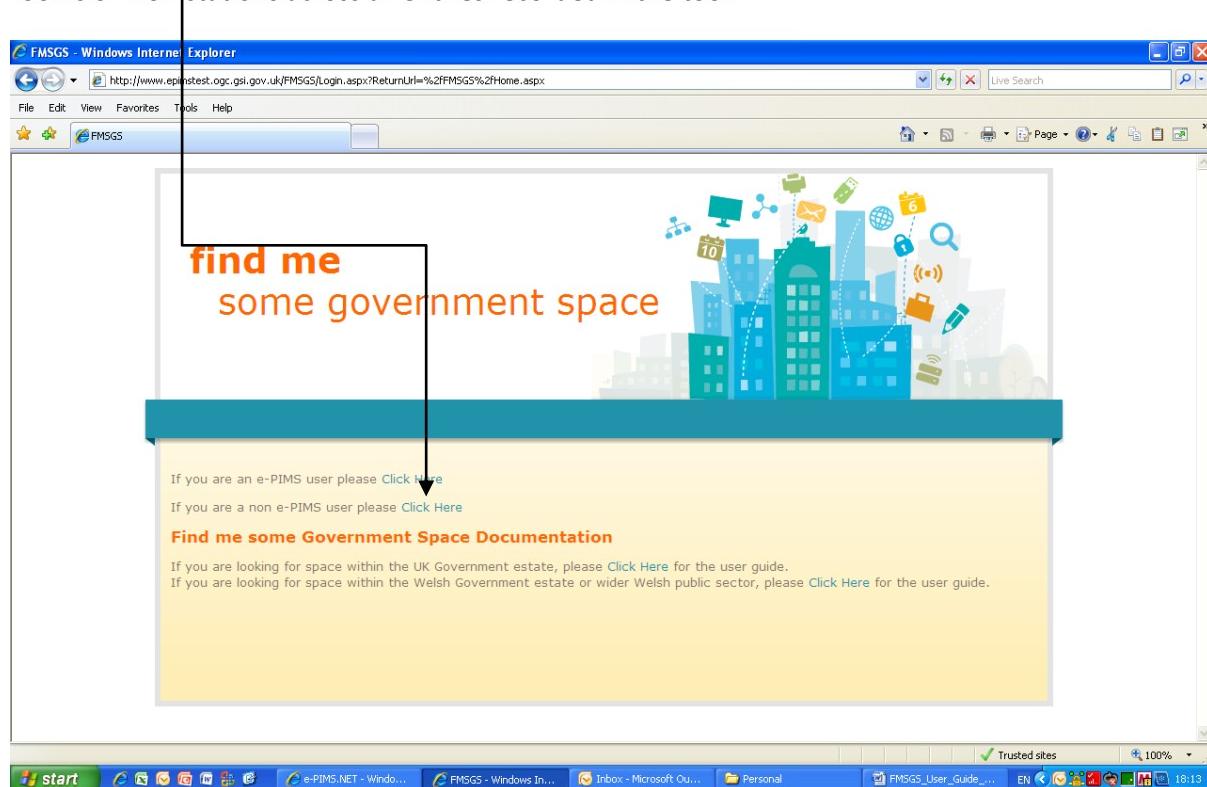
### Log-in Screen

e-PIMS users are able to access the tool by logging on as normal and selecting the “Tools” menu from the left hand navigation, then select ‘Find Me Some Government Space’. This will open the tool in a new window. From the Home Page, you will need to select the “Book Space” option.

Non e-PIMS users will be able to access the tool using:

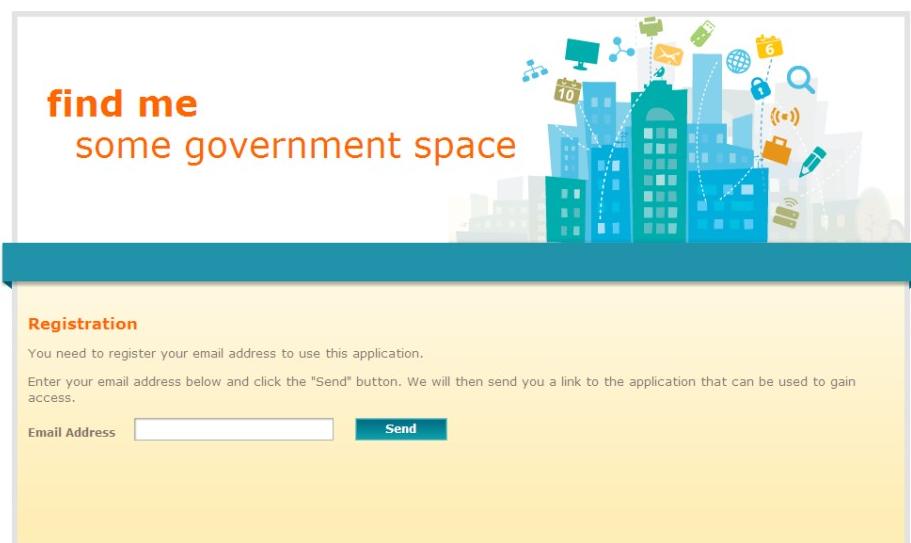
- For government staff on the GSI, <http://www.epims.ogc.gsi.gov.uk/fmsgs>
- For government staff without access to the GSI, type <https://www.epims.ogc.gov.uk/fmsgs>

The second link in the screenshot below allows non e-PIMS users the ability to search for meeting rooms or workstations across all entries recorded in the tool.



**It is hoped that Departments who are content to promote use of this application will provide a link from their internal Intranet pages.** If this is the case, there will be no need for a user to register as below so long as you continue to access the application via the link on your Intranet.

The first time you access the tool by clicking on this link, a further screen will appear asking you to enter your e-mail address - see screenshot below:



Done Trusted sites 100%

Enter your e-mail address, click “Send” and you will shortly receive an e-mail from the system with a link directly into the tool. There is no need to login in future, just use the link provided in the e-mail.

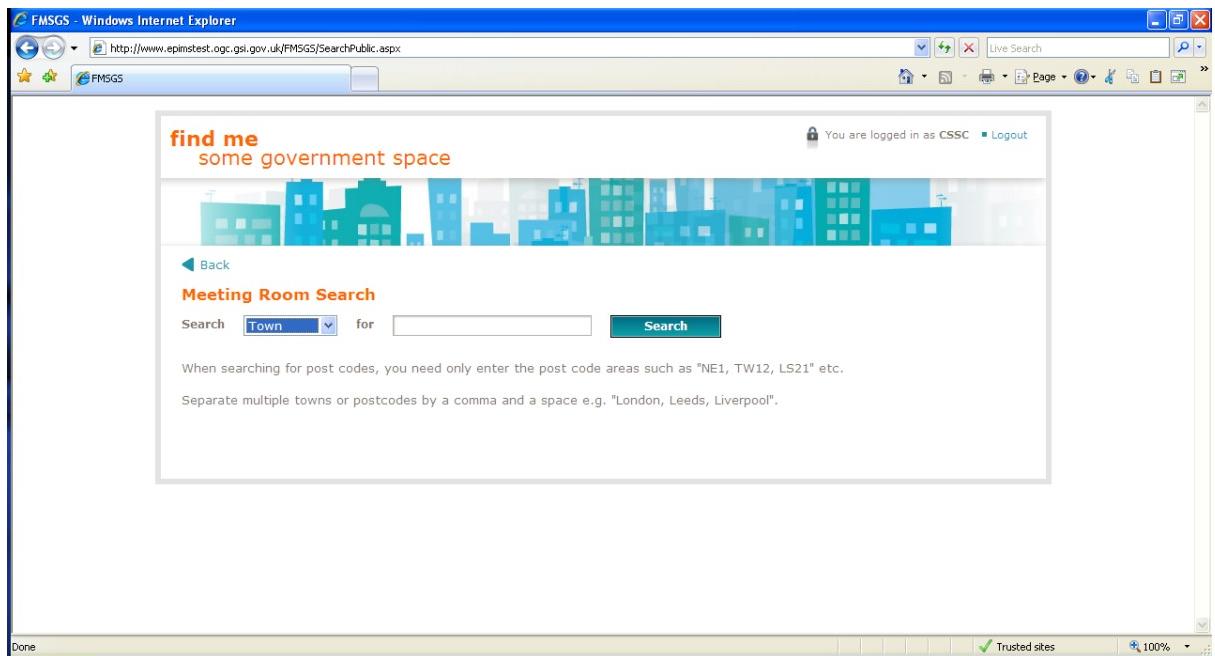
You will be presented with the following screen when you click the link:



## Searching

Choose whether you want to search for meeting rooms or workstations and click accordingly.

You will be presented with an option to search by “Town” or selecting the dropdown “Postcode”. In the “for” box, you can enter either part of a town name or postcode area.



## Search Results

Buildings which have meeting rooms or workstations in your given location search will appear in a summary list - see screenshot below:

This screenshot shows the 'Meeting Room Search results' page. It features a header with the same 'find me some government space' banner and user login information. Below the header, a link 'Back to search criteria' is visible. The main content area displays a table with three columns: 'Address', 'Department', and 'Meeting Rooms'. There are eight entries listed, each preceded by an orange '+' icon. The first entry is '26-28 OLD QUEEN STREET, 28 OLD QUEEN STREET, WESTMINSTER, LONDON, GREATER LONDON, SW1H 9HP', which is associated with the 'Attorney General's Office (LOD)' department and has 7 meeting rooms. The other seven entries are: 'ADMIRALTY ARCH, THE MALL, WESTMINSTER, LONDON, GREATER LONDON, SW1A 2WH' (Cabinet Office, 1 room); 'GREAT SMITH STREET, 35 GREAT SMITH STREET, WESTMINSTER, LONDON, GREATER LONDON, SW1P 3BZ' (Cabinet Office, 1 room); 'VICTORIA HOUSE, SOUTHAMPTON ROW, CAMDEN, LONDON, GREATER LONDON, WC1B 4AD' (Department for Business, Innovation and Skills, 1 room); 'LDN-VICTORIA HUDSON PLACE, HUDSONS PLACE EAST SIDE OFFICE, LONDON, GREATER LONDON, SW1V 1JT' (Department for Transport, 1 room); 'CAXTON HOUSE, TOTHILL STREET, WESTMINSTER, LONDON, GREATER LONDON, SW1H 9NA' (Department for Work and Pensions, 1 room); and 'LONDON BALHAM IRENE HOUSE 218, 218 BALHAM HIGH ROAD, LAMBETH, SOUTHWARK & WANDSWORTH, LONDON, GREATER LONDON, SW12 9BX' (Department for Work and Pensions, 1 room). The URL in the address bar is <http://www.epimtest.ogc.gsi.gov.uk/FMSGS/SearchPublic.aspx>.

If there are many records, paging is implemented and you will need to navigate from the bottom of the form to other pages. If you find a record of interest, click on the orange "+" symbol to display a summary of the meeting rooms or workstations in the specific building – see screenshot below.

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Address		Department	Meeting Rooms		
26-28 OLD QUEEN STREET, 28 OLD QUEEN STREET, WESTMINSTER, LONDON, GREATER LONDON, SW1H 9HP		Attorney General's Office (LOD)	7		
MEETING ROOMS					
Name	Space Type	Space Format	Capacity	Floor	Accessibility
Test new meeting room	Theatre	Conference Open Space	10 delegates.	1st Floor	Fully accessible (lifts and ramp access for wheelchair users)
gd test aprilbb	Theatre	Conference Exhibition Workshop Open Space	500 delegates.	C	Fully accessible (lifts and ramp access for wheelchair users)
JW TEST MEETING ROOM PROPERTY SR2	Boardroom			3	Partially accessible
123456					
hvjh					
Sg test 21/05/2012					
test					
ADMIRALTY ARCH, THE MALL, WESTMINSTER, LONDON, GREATER LONDON, SW1A 2WH					1
GREAT SMITH STREET, 35 GREAT SMITH STREET, WESTMINSTER, LONDON, GREATER LONDON, SW1P 3BJ					1

For more detailed information, click on the orange magnifying glass and the following page will appear in a new window.

**26-28 Old Queen Street/28 OLD QUEEN STREET,WESTMINSTER,LONDON**

NAME:	Test new meeting room		
FLOOR:	1st Floor	CHARGEABLE:	No
REGION:	London		
ADDRESS:	26-28 OLD QUEEN STREET, 28 OLD QUEEN STREET, WESTMINSTER, LONDON, GREATER LONDON, SW1H 9HP		
DEPARTMENT:	Attorney General's Office (LOD)		
ORGANISATION:	AGO - HM CPS INSPECTORATE		
SPACE TYPE:	► Theatre	SPACE FORMAT:	► Conference ► Open Space
CAPACITY:	10 maximum delegates	100 maximum floorspace (m <sup>2</sup> )	
EQUIPMENT AVAILABLE:	► Whiteboard ► Video Conference Number: +441434602995 ► Conference Phone Number:		
CATERING FACILITIES:	Not Available		

## Enquiries about Booking

Enquiries about booking a meeting room or workstation should be addressed to the contact displayed towards the end of the form via e-mail, telephone or by downloading and completing the e-form and then sending it to the contact email address – see screenshot below.

The screenshot shows a Windows Internet Explorer window with the title 'FMSGS - Windows Internet Explorer'. The URL in the address bar is <http://www.epims.ogc.gsi.gov.uk/FMSGS/MeetingRoomDetails.aspx?id=70>. The page content is organized into several sections:

- ORGANISATION:** DfT - BRITISH RAILWAYS BOARD (REMOVED) LTD - ADMIN OFFICES
- SPACE TYPE:** Standard Meeting Room
- CAPACITY:** 10 maximum delegates  
maximum floorspace (m<sup>2</sup>)
- EQUIPMENT AVAILABLE:** Internet Connection WiFi
- CATERING FACILITIES:** Self catering facilities available Off Site
- MANAGED SERVICES:** No
- CAR PARKING:** Off Site Chargeable
- ACCESSIBILITY:** Fully accessible (lifts and ramp access for wheelchair users)
- COMMENTS:** Available from July 2012 initially as part of alternative office accommodation during the Olympic Games for civil servants normally based in central London. After the Games we will consult all Government Departments over their interest in retaining serviced office facilities in this and other locations, to reduce travel and promote more flexible styles of working.
- CONTACT NAME:** FAO: Meeting Room Booking - Southern House
- CONTACT TEL NO:** 0845 000 4999
- CONTACT EMAIL:** servicedesk@cabinet-office.gsi.gov.uk

**E-FORM URL:**

[https://www.epims.ogc.gsi.gov.uk/CollaborationGPU/public/Meeting\\_Room\\_Booking\\_Form.xls?id=b2ed09e4-21d0-432f-9ad2-f5a67d4a5401](https://www.epims.ogc.gsi.gov.uk/CollaborationGPU/public/Meeting_Room_Booking_Form.xls?id=b2ed09e4-21d0-432f-9ad2-f5a67d4a5401)

**Workstation Availability**  
There are also 1 workstations available in this building.

## Troubleshooting

Area of system	Issue	Cause
		•
		•

## Glossary

### 1. CSV

Comma Separated value (CSV) files store tabular data in plain-text form. This is a commonly used format widely supported by all vendors. A CSV file consists of any number of records separated by line breaks of some kind; each record consists of fields, separated by some other character or string, most commonly a literal TAB or comma. Usually, all records have an identical sequence of fields.

### 2. e-PIMS

Government's Property Information Mapping Tool - see  
<http://www.civilservice.gov.uk/networks/pam/property-asset-management-in-government/epims>  
 for further information.

## Annex 1 – Model form of Memorandum of Understanding for shared facilities

Find Me Some Government Space (FMSGS) enables a more collaborative approach across Departments to make better use of underutilised space and sharing of meeting rooms within Government. It is available to all Government Departments and Agencies in order to reduce expenditure on such facilities procured from the private sector due to lack of in-house availability.

This document sets out the criteria for the usage of these facilities.

### Underlying Principles

- Existing departmental booking processes should be used.
- Each department offering facilities for use by OGDs should nominate a bookings' co-ordinator and assistant (for absence and holiday cover).
- It is presumed that persons for whom access to host departments' premises is being sought under these arrangements meet the criteria for access to their own departmental premises and, as such, are deemed to be suitably vetted. (This will obviously not apply to non-government employees).
- Departments offer facilities without charge on a reciprocal basis.
- Basic refreshments (e.g. water jugs and glasses) will be provided free of cost subject to on-site availability. Arrangements for items attracting costs (e.g. refreshments/lunches) will be agreed locally between the host and user, where they are available. It will be the responsibility of the user to confirm requirements for refreshments at the time of booking (whether or not these are chargeable).
- The host department has priority in the event of competing demands (subject to the bookings and cancellation policy noted later).
- Users should act reasonably in booking and using facilities offered on FMSGS. The host department will have the right to withdraw services should there be repeated misuse of the facilities by the user which cannot be readily resolved.
- Users should adhere with the existing internal usage requirements set by the host department. Host departments will seek to overcome any potential barriers to usage, particularly security issues. Where a host department has a bespoke security and access control system, visitor passes will be made available for properly authorised visitors.

## **Responsibilities**

### **Host Departments**

- Contacts, booking and facilities information should be kept up to date.
- Reasonable steps will be taken to ensure that all equipment requested is in working order prior to the day of usage.
- Bookings policy: There will be a presumption that all facilities registered by departments are freely available for booking by users. There will be a further presumption that, once booked, host departments will not normally seek to vary bookings. Within the period of five weeks prior to a confirmed booking date, a host department may offer alternative accommodation (in the same location) of an equivalent standard but the user will not be obliged to accept and the booking will stand (save in relation to exceptional circumstances e.g. a Ministerial visit and with the approval of the Senior Responsible Manager for that property). Within one week prior to a confirmed booking date no changes may be proposed by a host department other than for exceptional circumstances as noted above. In this event, the host department will endeavour to provide equivalent accommodation but the user will have no recourse against the host department for failure to do so.
- Cancellation policy: Users may cancel a booking at any time prior to a confirmed booking date. However, any cancellation within seven days prior to a confirmed booking date will be deemed a ‘no show’ and will be recorded as such. Repeated ‘no shows’ by a user may prejudice their entitlement to make further bookings.
- Reasonable steps will be taken to ensure that special requirements requests e.g. access for a person in a wheelchair, will be facilitated and in line with health and safety requirements.
- The host department should brief users on local requirements for security, access control and health and safety as required.

Records of usage by OGDs and any issues arising should be kept for evaluation/monitoring purposes and reporting upon request to GPU and Civil Service Local

### **Guest Users**

- Users should adhere to security, access control, health and safety and other usage requirements as defined by the host department.
- Users must advise the host department of details of the booking (including numbers and names of participants) as soon as reasonably practicable. A final attendance list should be

provided not less than 7 days prior to the due date: late changes may risk disruption on the due date. There should be no expectation that other participants will automatically be allowed to attend on the day(s) of usage.

- Users are responsible for defining additional needs (e.g. flip charts, projectors and refreshments). Agreement should be reached with the local host department at the time of booking about what can be reasonably provided and what is to be provided at the guest department's cost. There should be no expectation that other requirements will be considered or met on the day(s) of usage
- Users are responsible for the behaviour of their staff on the day(s) of usage, including ensuring that any facilities they use are left in the condition that they found them. In the case of damage to facilities, the user should co-operate with the host department and should provide such information as is reasonably required by the host department to determine any liability for costs which may have arisen as a result of that damage.
- Users may make only one booking at a time; multiple bookings on a contingency basis are not permitted.